## **Panasonic**

Digital Proprietary Telephones for Hybrid IP PBX

# **Operating Instructions**

Model No. KX-T7625 KX-T7630 KX-T7633 KX-T7636



Please read this Operating Instructions before using and save for future reference. This manual is designed to be used with your Proprietary Telephone and a Panasonic KX-TDA200/100.

### Before Initial Use

Thank you for purchasing a Panasonic Digital Proprietary Telephone.

Please read IMPORTANT SAFETY INSTRUCTIONS on page XX before use.

Read and understand all instructions.

#### ◆ When you ship the product

Carefully pack and send it prepaid, adequately insured and preferably in the original carton. Attach a postage-paid letter, detailing the symptom to the outside of the carton. DO NOT send the product to the Executive or Regional Sales offices. They are NOT equipped to make repairs.

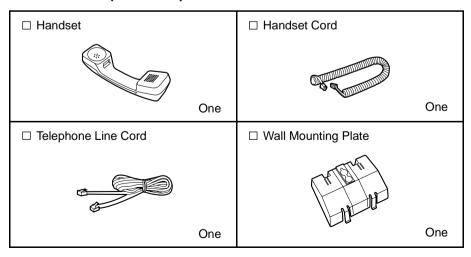
#### Product service

Panasonic Servicenters for this product are listed in the servicenter directory. Consult your authorized Panasonic dealer for detailed instructions.

#### ◆ Helpful hints for the handsfree operation

- If the other party has difficulty hearing you:
   Lower the speaker volume.
- Absorbing echoes:
   Use this unit in a room which has curtains and/or carpeting.
- To avoid missing part of the conversation:
   If you and the other party speak at the same time, parts of your conversation will be lost. To avoid this, speak alternately.

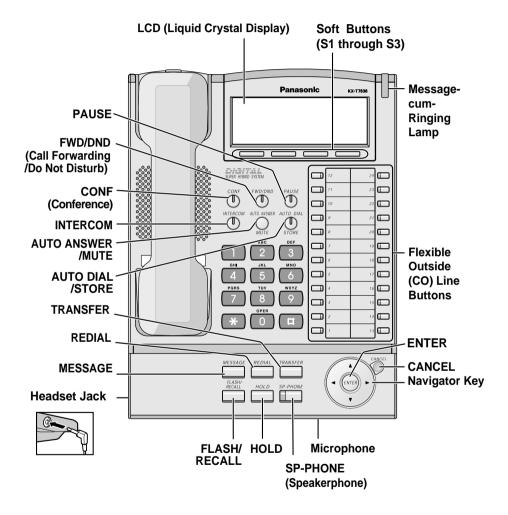
#### Accessories (included) For extra orders, call toll free 1-800-332-5368



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- **Location of Controls**
- **♦** KX-T7636



AUTO ANSWER  MUTE	AUTO ANSWER/MUTE Used to receive an incoming call in the hands-free mode or mute the microphone during a conversation.	HOLD	HOLD Used to place a call on hold. INTERCOM Used to make or receive an		
AUTO DIAL STORE	AUTO DIAL/STORE Used for System Speed Dialling or storing programme changes.		intercom call.  MESSAGE		
CANCEL	CANCEL Used to cancel the selected item.	MESSAGE	Used to leave a message waiting indication or call back the party who left the message waiting indication.		
PROG.	PROGRAM (KX-T7625 only) Used to enter and exit the Personal Programming mode.	( NATE )	Navigator Key Used to adjust the volume and the		
CONF	CONF (Conference) Used to establish a multiple party conversation.		display contrast or select desired items for each function.  MESSAGE-cum-RINGER LAMP:		
	ENTER Used to confirm the selected item.		When you receive a call or someone has left you a message, the lamp will flash.		
FLASH/ RECALL	FLASH/RECALL Used to disconnect the current call and make another call without	O VOLUME O	Volume Key (KX-T7625 only) Used to adjust the volume.  PAUSE		
	Flexible Outside (CO) Line Button Used to make or receive an	PAUSE	Used to insert a pause during dialling. Used as the PROGRAM button if it is not equipped.		
(CO)	outside call. Pressing this button seizes an idle outside line automatically. (Button assignment	REDIAL	REDIAL (ordinarily) Used to redial.		
	is required.) Also used as the desired function buttons. (Button assignment is required.)		Soft Used to perform a function or operation appearing on the bottom line of the display.		
FWD/DND	FWD/DND (Call Forwarding/Do Not Disturb) Used to perform Call Forwarding or Do Not Disturb.	SP-PHONE TRANSFER	SP-PHONE Used for the handsfree operation. TRANSFER Used to transfer a call to another party.		

## **Connection**

The telephone line cord (included)

Connect to a Digital Hybrid IP PBX ( TO MAIN UNIT )

Connect to a digital proprietary telephone for DXDP, or a single line telephone jack ( TO TEL ).

CAUTION

Ensure the cord is inserted in the groove to prevent damage to the connector.



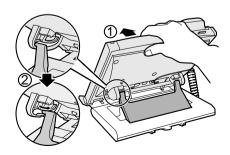
Consult your dealer for more details about DXDP and XDP.

## Tilt Angle Adjustment

The tilt angle of the operation board can be adjusted.

To lift: Lift up the operation board.

**To set down**: Lift up the operation board until the hook knobs click (1), then press down (2).



## **Setting**

#### ♦ Speaker volume

While in on-hook or during a conversation







Press SP-PHONE.

Press Up or Down.

### Handset/Headset volume

While using a handset or headset



Press Up or Down.

#### ♠ Ringer volume

#### KX-T7625

While in on-hook or receiving a call







Slide the lever of the RINGER Volume Selector to the desired setting (OFF/ON).

If "ON" is selected, press Up or Down.

#### KX-T7630/33/36

While in on-hook or receiving a call







Press "RING". Press Up or Down.

### Display contrast

#### KX-T7630/33/36

While in on-hook or receiving a call







Press "CONT".

Press Up or Down.

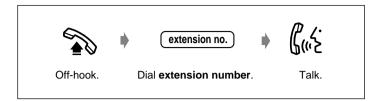
## **♦** Icon Descriptions

The following icons show you the feature availability, note and action to use the features.

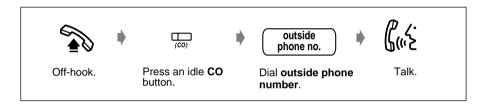
Off-hook (One of the following): • Lift the handset. • Press the SP-PHONE button. • Press TALK button.	XY	Press the desired number keys on the telephone.
Off-hook (One of the following):  • Hang up.  • Press the SP-PHONE button.	C.Tone	You will hear a confirmation tone.
Press CANCEL button.		Note

## **Making Calls**

## **Calling Another Extension**



## Calling an Outside Party



### Answering Calls







Off-hook.

Talk.

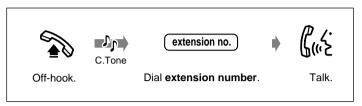
#### Select one of the following methods:

- · Lift the handset to receive the preferred line. (Default: Ringing line is selected.)

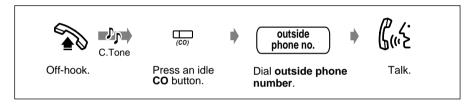
  Press the SP-PHONE button.
- · Press the flashing CO, INTERCOM or G-DN button directly.

## **During a Conversation**

- Transferring a Call
- ◆ Transferring to an extension



### ♦ Transferring to an outside party



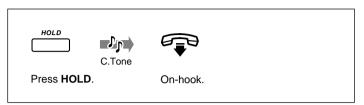


- You can transfer a held call without talking by going on-hook.
   If a call is not retrieved within a specified time, you will hear an alarm as a reminder.
- To return to the held call before the destination answers, press the TRANSFER button, corresponding CO, G-DN or INTERCOM button.

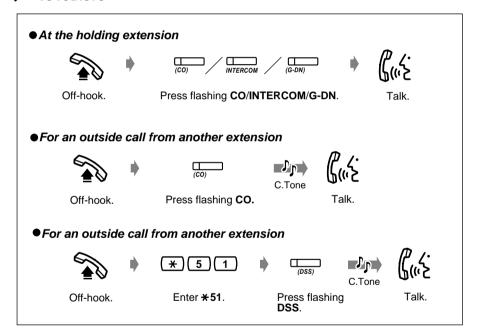
## **During a Conversation**

## Holding a Call

#### ◆ To hold



#### ◆ To retrieve





- If a call is not retrieved within a specified time, you will hear an alarm as a reminder.
- The CO, G-DN or INTERCOM button light shows the current status as follows:
   Flashing green slowly: Your held call
   Flashing red: Another extension's held call.

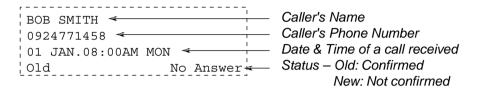
## **♦♦** Incoming Call Log

When you receive an outside call, the caller's information is recorded automatically in the incoming call log.

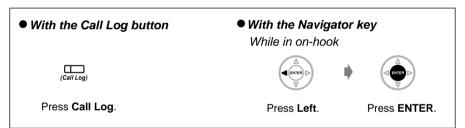
When the Call Log button light turns on, there is a call which you do not answer.

The information shows as follows:

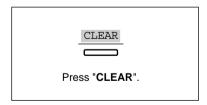
#### Information sample (KX-T7636)



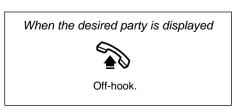
### ♦ To confirm the log information



#### ◆ To clear the log information



#### ♦ To call



### ◆ To store the caller's information for personal speed dialling

When the desired party is displayed

AUTO DIAL
STORE

Press "STORE".

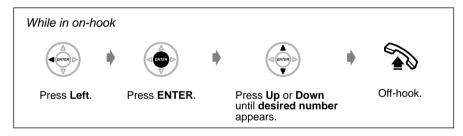


The Call Log button light shows the current status as follows:
 Off: No incoming calls. Or you have already confirmed/received the call log.
 Red on: You have never confirmed/received it yet.

## Outgoing Call Log

You can redial with the outgoing call log.

#### ◆ To call





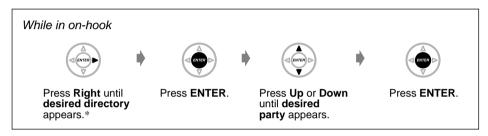
• You can lock your call log by using a password, so that you can deny showing your call log information. Consult your dealer for more details.

## **Using the Directories**

You can select and call with the directories as follows:

Personal Speed Dialling Directory System Speed Dialling Directory Extension Number Directory

#### ◆ Calling with the directory



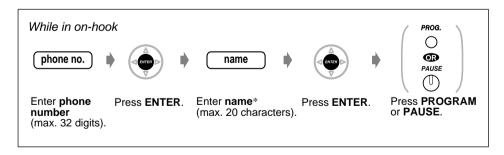


• \* The display order is as follows:

One time: Personal Speed Dialling Directory Two times: System Speed Dialling Directory Three times: Extension Number Directory

To cancel or exit the current display, press

## ♦ Storing the names and numbers in the personal speed dialling directory





• \* To enter characters, refer to "Entering Characters".

## **Entering Characters**

To store a name or message, you can enter the following characters. The tables show you the characters available for each button.

Times Buttons	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	!	?	"	ä	ö	ü	1								
2	A	В	С	a	b	С	À	Á	Â	Ã	Ä	Å	Æ	Ç	2
3	D	E	F	d	е	f	•	È	É	Ê	Ë	3			
4	G	Н	I	g	h	i	Ì	Í	î	Ï	4				
5	J	К	L	j	k	1	5								
6	М	N	0	m	n	0	Ñ	Ò	Ó	ô	õ	Ö	Ø	Œ	6
7	Р	Q	R	S	р	q	r	s	ß	7					
8	Т	U	V	t	u	v	Ù	Ú	Û	Ü	8				
9	W	Х	Y	W	х	У	Ý	9							
0			,	1	:	;	0								
*	/	+	-	=	<	>	*								
#	\$	%	&	@	(	)	•	•	#						

## Accessing the System Features

You can access a desired feature with the "Feature Access" menu.

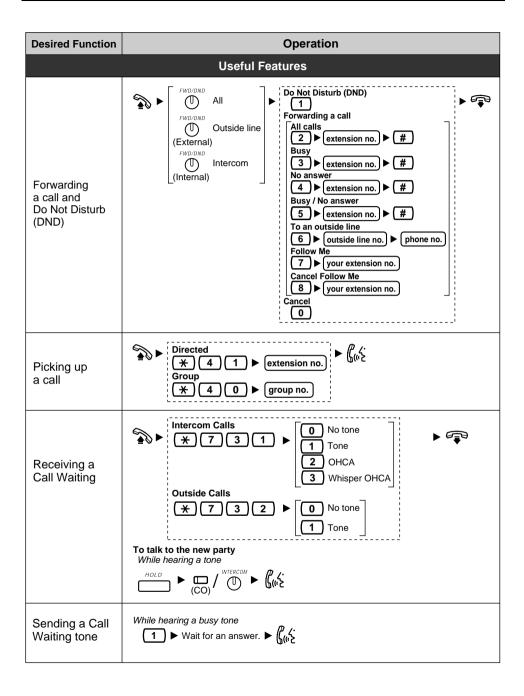




• Consult your dealer for more details about the accessible features.

## Other Operations

Desired Function	Operation						
Making Calls							
Redial	FEDIAL P (()						
Quick Dialling	p (quick dial no.) ► (\( \langle \lan						
One-Touch Dialling	To dial  Solution → Signed as a One-Touch  Assigned as a One-Touch  Control → Control  Contr						
Calling an operator	<b>№</b> 0/9 <b>► (</b> (%)						
Speed Dialling (Personal)	To store    Personal speed   Personal speed						
Speed Dialling (System)	To dial $\downarrow$						
Doorphone Call	★ 3 1 ► doorphone no. (2 digits) ► $\begin{pmatrix} 1 & 1 \\ 1 & 1 \end{pmatrix}$						
Automatic Callback Busy	To set  While hearing a busy tone  6 ► ★ 4 6 ► ★  To answer the extension  To answer the outside line  phone no. ► ∫(((-)))						
	During a Conversation						
Multiple Parties conversation	To add other parties  OMF  desired phone no. ► ((() ← ) → ()  To talk to one party by terminating the other (CO)  (CO)  To leave a conference						
Mute (Microphone/ Handset)	To set / cancel During a conversation  AUTO ANS MUTE						
Off-hook Monitor	To set / cancel During a conversation using the handset  SP-PHONE						



## Other Operations

Desired Function	Operation
	Useful Features
Paging	To set    Announce.   Wait for an answer.
Message Waiting	To leave a notification  When the called extension is busy or does not answer  MESSAGE  To cancel a notification  ★ 7 0 1 ★ extension no. ★  To call back
	Receiver MESSAGE MESSAGE
Setting Absent Message	To set
Log-In/Log-Out	* 7 3 6 1 For Log-In * 7 3 6 0 For Log-Out    group no.   For Log-Out   For Log-Out
Locking your extension	To lock
Clearing the Feature Settings	<b>№ * 7 9 0 ▶ \$</b>
Timed Reminder	To set  To stop or answer the ringback  To set  To stop or answer the ringback  To set  To se  To set

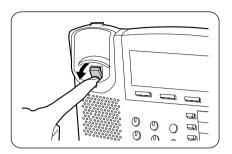
<sup>\*</sup> Consult with your dealer for more details about the feature access numbers.

## Personal Programming

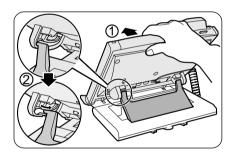
To enter the programming	g mode	To exit the programming mode						
PROG. / PAUSE		PROG. / PAUSE						
	Operation							
Direct Station Selection (CO) ► 1 (extension no.	STORE	FWD/DND — Internal	(CO) ► (4	1 3 ► ODE STORE				
Group Direct Station Selection (CO)	on no.	SAVE	(CO) ► 4	1 7 ► USTORE				
One-touch Dialling (CO) 2 desired	STORE	Account	(CO) ► 4	1 8 ► OTO DIAL STORE				
Group Directory Number (CO) ► 3 receiving extension (CO) ► 4 2 ► (CO) ► 4 2 ►	(CO) 3 receiving group of the extension no. STORE			ceiving group  ceiving no.				
	01 >	(ENTER) b						
Preferred Line Assignment,	► 0 1			line  e outside line				
Outgoing	Outside line no.			me line				
	3	Intercom line						
	0 2 >	devier b						
Preferred Line Assignment,	<b>▶</b> 0		No line  A first linging line					
Incoming	Outside line no.			ne line				
Intercom Alerm Assignment	04	ENTER B	Ringing Directly Ring only	► (BHIER)b)				
Call Waiting Tone Type Selection	07		tone 1 /	1 tone 2 ►				
Handset/Headset Selection	09 >		headset / C	headset ]				
Personal Programming Data Default Set	##	AUTO DIAL STORE						

## Wall Mounting

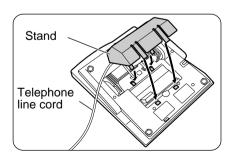
Pull down the handset hook until it locks, so the tab holds the handset.



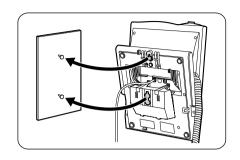
2 Lift up the operation board until the hook knob clicks (1), then press down (2).



**3** Attach the wall mounting plate.

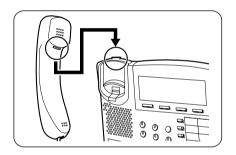


4 Mount the unit on the wall.



To temporarily place the handset down during a conversation,

hook it over the top edge of the phone as shown.



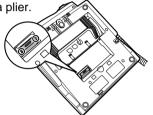
\* The illustrations used in this page are a KX-T7636.

## Installing the KX-T7601/KX-T7603

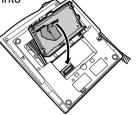
#### **KX-T7601**

The USB unit can be connected between the digital proprietary telephone and the personal computer through USB interface to implement personal CTI (Computer Telephony Integration).

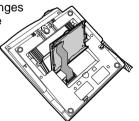
Remove the connector cover using a plier.



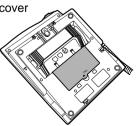
2 Insert the cable into the connector.



**3** Couple both hinges and slide in the unit.



4 Push down the cover until it locks.



#### KX-T7603

The function key unit has 12 CO buttons. These buttons are used to seize an outside line. make a call using onetouch dialling, or access certain features.



<KX-T7636 with a KX-T7603>

1 Open the cover.



2 Attach the KX-T7603 to your telephone with screws.



3 Insert the cable into the connector.



4 Close the cover.



## Important Safety Instructions

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Read and understand all instructions.
- 2. Follow all warnings and instructions marked on the product.
- Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- 4. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
- Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 6. Slots and openings in the cabinet and the back or bottom are provided for ventilation, to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on the bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
- Do not allow anything to rest on the telephone cord. Do not locate this product where the cord will be abused by persons walking on it.
- Do not overload wall outlets and extension cord as this can result in the risk of fire or electric shock.
- Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.

- 10. To reduce the risk of electric shock, do not disassemble this product, but take it to a qualified serviceman when some service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.
- 11. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - A. When the power supply cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the product.
  - C. If the product has been exposed to rain or water.
    - D.If the product does not operate normally by following the operating instructions. Adjust only those controls, that are covered by the operating instructions because improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - E. If the product has been dropped or the cabinet has been damaged.
  - F. If the product exhibits a distinct change in performance.
- Avoid using a telephone (other than a cordless type) during an electrical storm.
   There may be a remote risk of electric shock from lightning.
- 13. Do not use the telephone to report a gas leak in the vicinity of the leak.

# SAVE THESE INSTRUCTIONS

### FCC and Other Information

#### NOTE:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no quarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/ TV technician for help.

#### WARNING:

TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

#### CAUTION:

To assure continued compliance with FCC rules, do not make any unauthorized modifications. When programming emergency numbers and/or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform such activities in the off-peak hours, such as early morning hours or late evenings.

If there is any trouble, disconnect the unit from the extension line and connect a known working phone. If the known working phone operates properly, have it repaired by one of the specified Panasonic Factory Service Centers. If the known working phone does not operate properly, check the Electronic Modular Switching System and the internal extension wiring.

- Keep the unit away form heating appliances and electrical noise generating devices such as fluorescent lamps and motors.
- The unit should be kept free of dust, moisture and vibration, and should not be exposed to direct sunlight.
- Do not use benzine, thinner, or the like, or any abrasive powder to clean the cabinet.
   Wipe it with a soft cloth.
- Do not use any handset other than Panasonic handset.

This telephone provides magnetic coupling for hearing aids.

For your future reference
SERIAL NO(found on the bottom of the unit)
DATE OF PURCHASE
NAME OF DEALER
DEALER'S ADDRESS
DEALER'S TEL. NO.

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